

FALL STUDENT TRANSCRIPT WEBINAR (9/8/16) – TRANSCRIBED

Slide 1:

Good Afternoon everyone (smile)! Thanks for joining! This is Wyatt Cothran from SCDE.

Today's webinar features information about South Carolina student transcripts, State scholarship requirements, and free electronic transcripts provided by the South Carolina Department of Education through Parchment, Inc.

Our goal is to provide the information necessary to ensure SC students qualify for state scholarships

I'm here with Angelica Surra from Parchment; Ed Johnson and Louise Amos from SCDE; **and** Tanya Weingold from the SC Commission on Higher Education

We're recording today's webinar and will post it to the SCDE transcript webpage afterwards. We will email you the link to the recording soon.

Slide 2:

The webinar should be about an hour long with some time for questions at the end.

We'll begin with some introductions,

- then move to a section discussing the new PowerSchool transcript templates,
- Louise will then explain some of the considerations to keep in mind for early graduates and for archiving transcripts each year
- Ed will share some important information for all the school counselor staff on the webinar today;
- Tanya will then share some information about the South Carolina Commission on Higher Education's specific transcript requirements for State scholarship eligibility,
- Angelica will then lead a section on eTranscripts;
- Then we'll have a brief discussion on the new 10 point grade scales, and their impact on student transcripts

We should have plenty of time to answer any questions you may have, So please either hold your questions until the end of the presentation, or enter them in the Q&A window and we will pick them up at the end. Please do not enter questions into the session chatbox.

Slide 3: So, I'm Wyatt Cothran. I'm from Columbia, went to college in North Carolina and in Georgia, and have been with SCDE for two years. On the left is a photo of me with Darth Vader, who is definitely scarier in real life than he is in the movies

Slide 5:

The ORDA at SCDE, which is where Louise and I work, provides student transcript templates for use in PowerSchool.

We are currently rolling out the 2016-17 templates, so if you have not seen them yet, expect them in the next week or so.

There is also a set of documentation that details how to import the templates into PowerSchool, and how to make some necessary adjustments.

The documentation includes a big Frequently Asked Questions section that touches on some of the more common issues we've resolved in support cases so far.

We will post this documentation on our website soon. The easiest way to find the transcript webpage is to search for eTranscripts on the SCDE homepage. I'd suggest bookmarking the page, as it has an incredibly long web address.

If you have questions outside of those included in the documentation, please enter a trouble ticket at the email address at the bottom of this slide or through the web app on the SCDE Member Center

Slide 6:

- There are several updates to the Transcript Templates this year, the most major of which is we've added information about the transition to the 10 Point Grade Scales

- We wanted to be explicit about this transition, so the institutions and individuals who review student transcripts are aware of the change.

- And if you haven't seen the new transcript templates yet, the next couple of slides have screenshots that illustrate this change

- This year we've also updated the 4.0 GPA method on the transcripts to match the method released with the Grade Scale Plugin. The new method is titled SCDE 2016 Unweighted GPA

- So the new transcript templates reference the new 4.0 GPA calculation method included in the grade scale plugin

- We updated the Class Rank Method DAT to "rankoutof" to meet current PowerSchool standards, and updated several of the fields referenced by the transcripts to the new database extension fields.

- We also removed the student picture from the template.

-We know it can be frustrating implementing these transcript updates each year, but we want you to know that we're making these types of changes for SC students. We want every student to have a fair shot at state scholarships, and transcripts play the primary role in scholarship determination. We all need to keep student transcripts consistent and current for this process to be fair. And we're always looking for ways to improve and simplify transcript implementation. Please please let us know if we've overlooked anything.

Slide 7:

-So, here's this year's template side-by-side with last years. The most major change you'll notice is the text boxes on the bottom left and right hand sides. The next slide has a close up.

-You should also notice that, apart from those boxes, the templates are more or less identical. Most of the changes this year are behind the scenes stuff. So they won't be visible on the actual transcript.

-But make sure you see the two text boxes when printing transcripts this year. This will indicate you're using the correct template.

Slide 8:

-So here are those two text boxes.

-The one of the left explains how course IDs are used to determine the academic level of each course, and that the current year course work is Work in Progress for non-graduates.

-The last paragraph explains how to find information about the South Carolina Uniform Grading Policy.

-The text box on the right very briefly explains the transition to a 10-point grade scale this year.

As I mentioned earlier, we tried to be very explicit about this transition and make it super easy to read. I think we were at least somewhat successful.

-Also, I wanted to mention there was a discussion earlier year with school counselors and with higher education admissions staff about possibly removing student gender and ethnicity code from the template, as well as the information about parents – their names and address.

-We could never reach an agreement. Some stakeholders liked having that information, others thought it was unnecessary and potentially harmful to students.

-So, we really encourage everyone to share their opinions with us about these fields. My inbox is open.

Slide 9: Transition to Louise

-So, next Louise Amos will discuss some specific transcript requirements to keep in mind, and important considerations for non-traditional Graduates

Slide 10:

When should Final transcripts be run each year, and what is Date Calculated?

You should process your students' final transcripts after coursework has been completed at the end of each school year. Run the entire set of transcript reports for each class (9-12) every year and archive them. This **MUST** be done prior to June 15th so that the date calculated follows the CHE drop-dead deadline. The graduation date on the transcript must be the last day of the term during which the student completed requirements for a high school diploma.

Archive these final transcripts in folders by class by year so they can be accessed if and when a student requests his or her final senior transcript. Your school or guidance office administrator can be asked to provide the official transcript for many years to come. Remember, students applying for the Palmetto Fellows Scholarships may use their class rank at the end of their 10th, 11th, or 12th grades. The official report for these students must be their end-of-year final transcripts based on the total number of "diploma-seeking" students in the class count on the 180th day.

Slide 11:

After archiving these transcripts, **DO NOT RERUN** transcripts using PowerSchool. Any grade data changes after this "final" run can present GPA and class rank errors that will potentially disqualify your students from scholarship eligibility.

And **ONLY** an official copy of the archived transcript should be sent to colleges, universities, and the SC Commission on Higher Education.

So ... the "Date Calculated" field printed on transcripts is the date on which these reports are run. It is required on all transcripts used for state scholarship purposes—Palmetto Fellows, LIFE, and HOPE.

This date is the actual system date on which the final transcript was processed in PowerSchool, not the date you print the archived transcript for a student's request.

Slide 12:

Summer / Fall / Winter (Early) Graduates

Summer: Students who miss their deadline for completing high school requirements after the graduation date for their senior class are considered summer graduates.

The final GPA calculation or class rank cannot include final grades earned after the official graduation date at the end of each school year. Grades earned by seniors after the schools' high school graduation ceremony, like summer school grades, cannot be used in these calculations. A class rank is inappropriate for a student who is not included in his/her class count—a student cannot be number 1 of 1 since he/she completes graduation requirements outside the "deadline" dates.

Fall: Students who complete coursework and high school requirements for receiving their high school diploma during the first quarter of the school year may have a graduation date set as the last day for this term. They should be encouraged to continue their high school careers by continuing coursework either at the high school, or local college or CATE center. Dual credit

offerings could provide the opportunity to take courses at the college level and receive both high school and college credits – without using the SC scholarship funds for their college careers. Note that class rank should not be printed on the student's transcript should he/she decide NOT to continue taking high school courses.

Slide 13:

Alumni transcripts – Two things to remember...

A student is considered an alumnus of a school after he or she graduates; however, a student may request and be provided at no cost his or her transcript through eServices (Parchment) until August 1 following the spring or summer graduation date.

Alumni students requesting transcripts in subsequent years should be provided exact copies of the archived transcripts. You must not print an electronic or hard copy of their transcripts using current-year transcript templates.

Occasionally there are adjustments to the CHE's transcript requirements for state scholarship eligibility. Alumni transcripts should not be altered after archival to meet new requirements. For example, for a student who graduated prior to 2014-15, the word

"Final" included in the transcript title should not be expected as the title. You should locate and print the transcript archived for that student.

Slide 14:

Winter (Early) Early*/Winter Graduates

The Commission on Higher Education (CHE) considers an Early Graduate for CHE/state scholarship purposes as one who has officially graduated during the winter (Dec/Jan) timeframe. This student demonstrated completing all required course work and is no longer considered part of the class size or is no longer an active student at the high school. This student would not be provided a rank (and as such would be removed from the class size) but would have a cumulative SC UGP GPA. This student would have an official early/winter graduation date demonstrated on his or her transcript, as well as a "date calculated" date for the SC UGP GPA around the same date as the graduation date.

This means CHE and the participating colleges/universities will carefully scrutinize a transcript to determine scholarship eligibility for students who have moved from high school student to early graduate status.

*The repeated use of Early/Winter terminology reflects the term EARLY since this specifically is used in the law for CHE policy.

Currently school and registrars working with the SCDE liaison through the Office of Student Intervention will defer to the CHE definition for early/winter graduates for students who apply for SC Scholarships and college/university admission.

Contact the SC Commission on Higher Education about summer and other early graduates. These students may be able to meet scholarship eligibility based on the SC UGP GPA; however, note again that class rank CANNOT be used as an eligibility factor.

Slides 15-18: Transition to Tanya

Thanks for clarifying Louise. Please reach out to Louise or myself if you have additional questions.

Next, Tanya Weigold from the SC Commission on Higher Education is going to go into more detail on early and summer graduates, and explain some of the transcript requirements for students to remain eligible for state scholarship funding

Note to Reader: Tanya read content from slides. No additional information provided.

Sides 19-21: Transition to Ed Johnson:

Thanks Tanya! ...[ask if there is anything Tanya wants me to reiterate]

Now Ed Johnson from SCDE's Office of Student Intervention Services is going to go over some important information for school counselors.

Note to Reader: Ed read content from slides. No additional information provided.

Slide 22: Back to Wyatt

-Thanks Ed!

-So, we want to reiterate that verifying transcript accuracy is crucial for making sure students qualify for state scholarships!!!!

-We encourage everyone to print sample transcripts and check the GPA and Class Rank Calculations for accuracy

-There are two GPA methods on the transcripts, the weighted UGP method, and the unweighted 4.0 method. The 4.0 method is included with the grade scale plugin; the weighted UGP method should have been added to PowerSchool last year.

The actual title of these methods is listed on this slide.

So, the 4.0 GPA method is new, and the UGP GPA method was revised last year.

The only Class Rank Method reported on the template is the weighted UGP method.

4.0 class rank is not used for state scholarship determination.

-If you're comparing the GPA and Class Rank on the transcripts with PowerSchool Student Screens, or the Cumulative Student Information page in PowerSchool, make sure those pages are using the same GPA and Class Rank methods as the transcripts. The methods listed on this slide are the ones you should be looking for.

I'm going to say that one more time.

-This year's documentation explains how to update those pages, if necessary.

-And the documentation also explains how to add GPA and Class Rank methods to PowerSchool, if they are not currently available for display.

Slide 23:

So, This is all very important for making sure students qualify for state scholarships!!!!

Using an outdated template could disqualify students from state scholarship eligibility. They really could lose a scholarship just because an old transcript was used.

To keep this from happening, we advise PowerSchool Administrators to make sure the new 2016-17 templates have been imported into PowerSchool.

And we REALLY encourage PowerSchool administrators to archive all the previous templates so they are not accidentally selected by school counselors.

We suggest the only transcript reports available should be the 2016-17 templates. Transcripts from previous years should be pulled from the archive, not run again every time one is needed.

And School Counselors – please make sure the correct templates are selected when running student transcripts. And pull previous years transcripts from the archives. Don't run them again after June 15th. This will disqualify the student from state scholarship eligibility.

This is the perfect time of year to spot check the transcripts for accuracy.

We strongly encourage counselors to review each student's transcript to make sure the data and format are correct, that the GPA and class rank are what was expected, and that all the classes they've taken are listed.

Slide 24 - 25: Transition to Angelica

-As most of you probably know, SCDE has partnered with Parchment for electronic transcript, or e-transcript, delivery, nationwide.

The agency is paying for this service.

-So it is available at ***no cost*** for current SC public high school students.

-And, We think there are a lot of benefits to using parchment

-Parchment provides students the ability to order and verify transcripts themselves – which makes counselor’s jobs easier, we think

-Counselors won’t have to mail paper transcripts everywhere, and counselors are notified whenever students request transcripts.

-We also hope using Parchment will help standardize SC, which will hopefully be a benefit in the admissions and scholarship selection processes for SC students.

-So, take advantage of our partnership with Parchment.

-Angelica is going to get into the specifics of how Parchment works next.

Slide 27 I’m going to go over reminders of what to do with Parchment over the back to school timeframe.

- SCDE has partnered with Parchment since 2011 to provide use of Parchment to public schools
 - Alumni will then pay \$3.50
 - Alumni will become August 1st after graduation
 - Difference of an etranscript to a paper transcripts leads to efficiencies on the admissions side of things. This is the way that higher ed institutions prefer to receive transcripts
 - Admissions decisions happen in a number of hours or days, instead of weeks giving an advantage to your students

Slide 28

- If you’re not using Parchment, this is my colleague Paul McMorrow, please reach out to him to get the ball rolling for this school year

Slide 29

Today there are 3 main things I want to touch on. The student registration and ordering experiencing, alleviating stress and avoid confusion, second is importing roster. At the beginning of school year important to make sure your list in Parchment is up to date. Thirdly

credential library, I'm going to go over some time saving tips and talk about batch uploading to make processing transcripts through Parchment really quick and easy.

Slide 30

Student experience – I will show you the custom order link in your Parchment settings, will talk about registration codes and why they are important for students setting up their Parchment Accounts. The New Parchment.com has been updated within the next month and is much more intuitive and easier to use.

Slide 31

Your custom order link- in the last year we have rolled out a custom link to every school using Parchment. Log in go to Settings > Ordering scroll to bottom of page and you will see the screen I have up right now. There is the HTML code for button, text link and the link in the middle of the page – if you click it will bring you to a page that looks like this (next slide)

Slide 32

This become a great starting point for any student or alum, the student can create an account or log in here. Really important to check to see whether you already have a link or button on your website to make sure this updated link is there.

Slide 33

Additionally, our website is mobile friendly. Students can connect to parchment on iPad iPhone android tablet or any other device

Slide 34

I will show you where to find registration codes in a moment. When you put your roster into Parchment a unique code is generated for each student. What that does is changes the registration process from a multistep process to a 1 step process. The student goes to the website, types their code and then creates a password. They are then linked to all of the information you put into your roster. When they don't use a registration code, we see some errors around names, using nicknames, a middle name as a first name and incorrect birthdates. Another thing we see is a student forgetting to link their account to their high school. IN a moment I will show you where to find those in your Parchment Account

Slide 35

A student on our new homepage can log in, or start the ordering process right away. IT is a little more streamlined for the student. You all who have logged in recently can log in from this page as well.

Slide 36

Importing Rosters- your rosters are your list of students in your learners tab of Parchment. This is what your transcripts match up to. Your rosters are how your registration codes for students are created. It also allows you to do batch processing which will save you a ton of time. It lets you look at how many students are registered, and who hasn't. With that, I am going to share my screen with you, and show you all of those pieces that we talked about

SCREEN SHARE

- When you log into Parchment this is the home screen that you see. I am going to click the Learners tab. Here I can see my list of students. Let's talk about the roster and then I will show you where the registration codes are. Under Add Learners you have the option of adding one student at a time when you click "add one learner" which is helpful for new students coming in during the year. Click add multiple learners to add your roster. It will bring you to Import Student Roster screen. Roster has to be an excel CSV file, it is a report that you pull from PowerSchool. I am working with Wyatt to get screenshots of the steps that you go through, your IT or PowerSchool folks can probably help with this. Name the file and then drag and drop it here. You can also browse for it on your computer. If you are not sure the last time that you uploaded, you can click view upload history, and it will list out the roster uploads you've done with the date. You can always check there.
- Second tab > invite learners. This shows up a couple of things. If you scroll down to Registration Data box, it shows you how many students have registered per class year. I can see that I have 10 students for 2017 that haven't created accounts. You can click that number to see the list of those students. You can click print registration codes, which brings you to the registration code handout. Name of HS at the top, students name, quick blurb about Parchment and then then option of adding a custom message. Anything you find yourselves telling students a lot, can put in the box. What I've learned from counselors that I work with in SC is that the best time to hand these out is by going into the classrooms or during a senior night and hand out the codes and have the students all create their accounts at once. By the time they need to send a transcript, the account creation part is already done.

Slide 37

- Credential library – this is the place that the transcripts and other documents are saved when you put them in from PowerSchool. I will go over how to upload transcripts, and other documents to the credential library, how often you should upload them and what happens to the old files. Navigating the credential library and manually matching transcripts if you need to. Am going to go over those helpful hints

SCREENSHARE

- I want to talk about batch uploading and how you can upload all of your transcripts at once in Parchment so that it is a really easy process for you. I am going to Click the Credentials tab, right next to Learners tab. This will bring a list of all transcripts that I have in Parchment (only 2 for this particular demonstration school that I'm working within) even if you are a school using Parchment since 2011 we've had some great updates that allow you to pull one PDF file for PowerSchool and put into Parchment all at once. We have the screenshots for the PowerSchool part. Parchment separates and auto matches transcripts to your roster. 'Upload Credentials> transcript > drag and drop
- That way, when your orders come in, instead of add transcript button, the transcripts will already be attached to the orders coming in. Transcript will be green, can click and view it. Come into to do list ready to be approved and processed. Can add any attachment if you'd like. Can attach new file from computer or credentials library. Can add any other supplementary documents that you send with transcripts.
- Sometimes when you put in the batch of transcript, you might see a number next to Match Transcripts – usually might be one or two, tend to be students with hyphens or special characters in their names where system has trouble matching up to roster record. For the most part the system does it for you. If you put all of your transcripts in this week, won't have to do again until midyear, and then final transcripts. If you ever have 1 transcript change, you can upload a new one just for that student. New transcripts will always override the old one. You can check to see if it is the most updated by checking Date Uploaded column
- I know for the most part in SC, folks are using the Docufide Secure printer, or print driver. The way it would work is getting the PDF document and print it through the printer and it will come into the system this way
- Can upload new list of students whenever you'd like as well.
- Are there any questions I can touch on before I go back to the slide deck?

Slide 38

The main 3 takeaways from that section are that there are 2 ways to upload your transcript. 1 by 1 or by batch. You should do this regularly after each grading period. You can search for student transcripts in the Credential tab that I showed you

Slide 39

There is a really exciting event coming up in October, Parchment Connect. It is a regional conference where we invite our members from the higher ed send, receive and k12 send side to attend. It is a 1 day conference where breakfast and lunch is provided. North and South Carolina

are both invited, is a totally free event. Great event to network and collaborate with high school peers and folks in the higher ed field in north and south Carolina . We do specialized sessions and a panel, which is my favorite part of the event. Great way to learn about the whole lifecycle of Parchment, is great to see which happens to the transcript once it gets to the admissions office. I will send out a regular link to the event in follow up to today.

Slide 40

National Student Registration week – this is our second year doing this. Great time to get students registered with Parchment.

Slide 41

Here is all of my contact information; I am here to set you up for success in using Parchment. Please contact our support team, they have live phone support and you can also submit a support ticket on the top right hand side of your screen. Will get you the fastest response time.

Slide 42

In follow up to the webinar I will send a link to our training, which we have twice a week every week. It is great if you need a refresher or if someone new comes onto your team.

- Link to Parchment Connect registration
- Roster upload video walking you through the steps
- Links to the toolkits
- Screenshots to power school processes
- Contact information to the support team

Slide 42-48

Note to Reader: content read from slides. No additional content provided.

Slide 49

10 Point Grade Scale

-thanks Angelica. We hope everyone takes advantage of our relationship with Parchment. We think it will both improve the quality of student transcripts, and reduce the workload on school counselors.

-Louise is going to wrap up today's session with the moment many of you have been waiting for.

She is going to briefly touch on the 10 Point Grade Scale plugin for PowerSchool that's currently being rolled-out

Note to reader: Content read from slide. No additional content provided.

Slide 50:

Finally, we want to reiterate that all of this is for the benefit of your students. All SC students deserve a fair shot at state scholarship funding, so make sure this happens by keeping your transcripts current and complete. Thanks to everyone for attending today!!!!o